

ADMINISTRATIVE - INTERNAL USE ONLY

10 JUN 72

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Position Allocations--Executive Dining Room

REFERENCE : a. Memo for DD/S from D/Logistics; dated 13 June 1972; Subject: Executive Dining Room; DDS 72-2369

b. Memo for D/Pers from DD/S; same Subject; DDS 72-2653

1. In reference a, paragraph 2a, Mr. Blake proposes the addition of full-time positions of Waiter and Dishwasher at GS-06 and GS-05.

2. Our review indicates that the present level of GS-05 for Waiter is equal to or higher than levels existing elsewhere, in the government and the private sector. For Dishwasher, GS-03 is fully comparable to rates paid elsewhere.

3. Attached is a table which shows the grade and salary levels applicable for all positions in the Dining Room under the Coordinated Federal Wage System and under other systems. In the CFWS figures we have provided the fullest credit allowable for the worker and supervisor levels. We have treated the Steward position as a full supervisor although a more valid approach would be to consider it a Leader, recognizing only the manager as having full supervisory responsibility. Considered as a supervisor it is substantially higher than levels elsewhere. In calculating rates for the U.S. Capitol and the private sector, generous estimates for tips were included.

4. The current GS-06 allocation for one of the Waiters was based on recognition as a First Waiter, or Leader position. As a Leader the position should not be considered a benchmark for upgrading the remaining Waiter positions. The comparable position of Lead Waiter elsewhere is compensated less than our GS-05 Waiter position. The Chief Cook position was previously established as an incumbency allocation at GS-09, but has since been reduced to GS-08 with the concurrence of Mr. Blake upon retirement of the previous incumbent. The GS-08 pay level has a pay range which extends substantially above the maximum rate of any comparable position elsewhere. The GS-03 level for Dishwasher is substantially above all rates elsewhere, except the base of the CFWS scale. At the Capitol and in the private sector it should be noted that a Dishwasher receives no credit for tips which substantially affect pay for Waiters.

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5. With regard to the need for an additional Waiter, we do not know to what extent this is affected by the marginal performance of Mr. [REDACTED]. Since Cable Secretariat personnel have been used part-time at overtime rates, presumably the work load is in excess of the capacity of the full-time staff. The possibility of part-time service for a Waiter between 11:00 a.m. and 3:00 p.m. during the peak period would be a more desirable and economical solution to the work load problem.

6. There are several methods of meeting present requirements:

(1) Conversion of all positions to the Coordinated Federal Wage System with saved rates for present employees. Rates for the new Waiter and Dishwasher would be as shown on attachment.

(2) Conversion of all positions in the Executive Dining Room to contract status utilizing the rates of the Coordinated Federal Wage System and permitting saved rates for all current personnel.

(3) In the alternative, establishment of a new Waiter position at GS-05 and a Dishwasher at GS-03 without changes in other positions. The two new positions could be established as contract positions and the remainder of the staff converted to contract at this time.

7. I believe we should follow the third alternative. It would appear from the information we have gathered that the incomes of the staff of the Executive Dining Room compare most favorably with any opportunities they might find elsewhere.

[REDACTED]

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Acting Director of Personnel

Attachment

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Salary Comparisons - Food Service Workers
Approved For Release 2001/07/12 : CIA-RDP79-00498A000100150068-0
Compared to Other Situations
In and Out of Government

Executive Dining Room				Coordinated Federal Wage System		Government Services Inc. (CFWS Scale with allowance for tips)	U.S. Capitol ^{1/}		Private Sector ^{2/}
Current Title	Grade/Step	Annual Salary	Maximum Rate	Grade	Annual Salary Range	Annual Salary	Grade	Salary Range	Annual Salary Range
Steward	GS-09/7	\$14,254	\$14,358	S-02	\$8,195-\$10,026	No Parallel	W-06	\$ 9,980-\$10,120	No Information
Chief Cook	GS-08/1	10,013	13,019	L-08	9,297- 10,088	\$5,262	L-06	10,951- 11,870	\$6,250-\$9,400 ^{3/}
Cook (PRA)	GS-07/8	11,167	11,771	W-08	8,465- 9,172	4,992	W-06	9,980- 10,120	6,250- 8,320 ^{4/}
Waiter	GS-06/7	9,785	10,601	W-03	6,531- 7,072	4,160	L-01	7,922- 8,572	6,400- 7,700 ^{5/}
Waiter	GS-05/6	8,783	9,515	W-03	6,531- 7,072	4,160	W-01	7,193- 7,787	6,400- 7,700
Waiter	GS-05/7	8,539	9,515	W-03	6,531- 7,072	4,160	W-01	7,193- 7,787	6,400- 7,700
Waiter									
(Proposed)	GS-05/1	7,319	9,515	W-03	6,531- 7,072	4,160	W-01	7,193- 7,787	6,400- 7,700
Dishwasher						3,432	W-02		
(Proposed)	GS-05/1	7,319	9,515	W-02	5,970- 6,469		(Heavy)	5,970- 6,469	4,160 ^{6/}
	GS-03/1	5,828	7,574				W-01		
							(Light)	5,533- 5,990	

^{1/} For Waiter includes base salary for CFWS grade plus 30% annually for tips. Dishwasher does not include 30% extra.

^{2/} Includes base rates plus a factor for tips for Waiters, tips probably do not apply for Dishwasher.

^{3/} Based on a major restaurant chain paying an average of \$4.50 per hour for Chefs in an above average, but less than top of the class establishment.

^{4/} Based on same chain pay scale starting at \$3.00 per hour and progressing to \$4.00 per hour.

^{5/} Based on Virginia minimum wage of \$.66 per hour plus a scale of tips up to about \$155.00 per week.

^{6/} Based on a high estimate of \$2.00 per hour although personnel are usually hired in such jobs at minimum wage (\$1.65 per hour) and do not stay on the job long enough to progress much above that level.

Department of State has service similar to Executive Dining Room on a contract basis to a caterer.

Inclusion of private sector factors are not necessarily appropriate; CFWS grade and salary figures include such information during evaluation and computation efforts.

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State Department

7/11/72

Diplomatic Dining Room and Banquet Room is under contract to a Catering Service.

Secretary of States Executive Dining Room and other special Dining Rooms are under contract with GSI for service.

Only State paid employee is a WB-3 Housekeeper who is responsible for the cleaning and dusting of the rooms.

11 AUG 1972 8-11-72

JWC
Apparently OP Concludes that:

- A- EDR employees are already overpaid in comparison to others doing similar work in both the private sector and the Government.
- B- upgrading of waiters to GS-6 is not justified.
- C- A dishwasher rates only a GS-3, not the requested GS-5.
- D- Conversion to Contracts is recommended.

The OP paper makes sense to me.

Also, we could make some compelling arguments for turning the whole thing over to GS-1.

DD/S 72-2653

5 July 1972

MEMORANDUM FOR: Director of Personnel

Harry:

Attached is the paper which Jack Blake mentioned the other day when we were discussing the dining room situation in a narrower context. I would appreciate your looking at paragraphs 2(a) and 2(b) - I had earlier asked Jack if he would produce some additional data on workload and service consideration to support the request for additional people. Would you please consider 2(a) in the context of setting up any additional positions on a contract basis? (Jack understands this will be considered.) On the suggested upgrading of waiters, I believe you mentioned a recent PMCD looksee which indicated that our grades are not out of line but I'm not clear whether that was addressed specifically to the waiter positions.

In any case we need your advice, taking into account our particular situation.



John W. Coffey

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Att: Memo dtd 13 Jun 72 for DD/S
fr D/L, subj: Executive
Dining Room

ROUTING AND RECORD SHEET				
SUBJECT: (Optional)				
FROM:		EXTENSION	NO.	
Acting Director of Personnel 5E56 Headquarters		6825	DATE 10 AUG 1972	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Deputy Director for Support 7D18 Headquarters				<p>Attached is our review of the Director of Logistics' proposal concerning position allocations in the Executive Dining Room.</p> <p>In further explanation of the salaries comparison chart, the major restaurant chain salaries in the private sector are those of the Marriott chain.</p> <p>The State Department Diplomatic Dining Room and Banquet Room are under contract to a catering service. State Department does not know the salaries being provided, and I am told catering services are reluctant to discuss them. I believe it is safe to say the ranges are within the ranges we provide for the private sector in our comparison chart.</p> <p>The Secretary of State's Executive Dining Room and other special dining rooms are under contract to GSI for service.</p> <div style="background-color: black; width: 200px; height: 50px; margin: 10px auto;"></div> <p style="text-align: right;">ATNTL</p> <p style="text-align: right;">Acting Director of Personnel</p>
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